



State of Arizona Accounting Manual

Topic 50 Travel
Section 56 Untimely Filed Employee Travel Claims

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INTRODUCTION

The timely filing of travel claims is in the best interest of the State since it supports, promotes, enables, enhances or results in:

- Reasonable internal control over travel and the authorization and verification thereof.
- Timely and accurate accounting for the State's expenditures and obligations.
- Better budgeting and planning, since the payment of costs is closer to the time when such costs were incurred.
- Decreased costs related to the processing of such claims by, among other things, reducing the need for preparing, reviewing and responding to requests for exceptions to policy.
- Faster reimbursement of employees.
- Less risk of loss of documentation and a reduction of the costs associated with finding, recovering or replacing lost documentation.
- Rapid receipt of grant proceeds.
- Properly timed reporting of grant expenditures.

Those portions establishing the criteria to determine the timeliness of the filing of a travel claim duplicate other Sections of SAAM.

Because the timely filing of travel claims is important, special policies and procedures apply to travel claims that are not timely filed. It is recognized that the processing of untimely filed employee travel claims, as outlined below, imposes an administrative burden on all involved.

POLICIES

1. To be considered timely, all travel claims must be submitted with three (3) calendar months of the completion of the trip to which they pertain.

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2. An untimely filed employee travel claim may not be processed in the normal course of business; refer to the appropriate SAAM Section for filing untimely travel claims.
3. For travel claims, other than those for long-term travel and long-term subsistence:
 - 3.1. It is highly recommended that travel claims be filed within five (5) days and not later than thirty (30) days after the return from travel.
 - 3.2. For travelers whose claims involve in-state travel, travel claims should be submitted no less frequently than once a month.
 - 3.3. In all cases travel claims should be filed not later than ten (10) calendar days after the end of the fiscal year in which the travel is completed.
4. Travel claims involving long-term travel and/or long-term subsistence should be filed the earliest of:
 - 4.1. Thirty (30) calendar days of returning from travel, or
 - 4.2. Thirty (30) calendar days of the end of each uninterrupted period of three (3) consecutive months of long-term travel and/or long-term subsistence, or
 - 4.3. In all cases, if practicable, travel claims should be filed not later than ten (10) calendar days after the end of the fiscal year in which the travel is completed.
5. Any travel claim filed later than three (3) calendar months of the completion of the trip to which they pertain will be considered an untimely filed employee travel claim.
6. An untimely filed employee travel claim may not be processed in the normal course of business by the agency employing the claimant. An untimely filed travel claim may only be processed as outlined immediately below:
 - 6.1. A Form GAO-513 must be completed for any untimely filed travel claim. Completing the Form GAO-513 requires:
 - 6.1.1. An explanation of why the travel claim could not have been filed on a timely basis.
 - 6.1.2. A description of the corrective action that will be taken by the agency to prevent future untimely filings.
 - 6.2. The completed Form GAO-513 must be signed by the agency head employing the claiming employee.
 - 6.3. The agency head may not delegate authority to sign a Form GAO-513 without the express, written permission of the ADOA Director and the State Comptroller.

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- 6.4. The completed Form GAO-513 must be forwarded to the ADOA Director for approval.
- 6.5. If approved, the Form GAO-513 will be forwarded from the ADOA Director to the State Comptroller for countersignature and processing by the GAO.

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